



# Commute Trip Reduction Credit Annual Application

For: January 1, 2006, through December 31, 2006

Fiscal Year

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Business Name: \_\_\_\_\_ Tax Reg. Number:

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## I. Calculation of Commute Trip Reduction (CTR) Credit

- Number of employees for which incentives were paid from January 1, 2006 through December 31, 2006 \_\_\_\_\_
- CTR incentives paid from January 1, 2006 through December 31, 2006 (maximum \$120 per employee):  
Incentives Paid (01/01/2006 - 12/31/2006) \_\_\_\_\_ Credit \_\_\_\_\_  
\$ \_\_\_\_\_ x .50 = \$ \_\_\_\_\_
- Maximum of \$200,000 CTR credit per employer or property manager per fiscal year \$ \_\_\_\_\_ 200,000.00

## II. Deferred Credit

2004

2005

- Amount of deferred credit not previously submitted in January 2006. \$ \_\_\_\_\_ \$ \_\_\_\_\_
- Deferred credit to be used current fiscal year \$ \_\_\_\_\_ \$ \_\_\_\_\_
- Remaining deferred credit \$ \_\_\_\_\_ \$ \_\_\_\_\_
- Certificate Number(s) \_\_\_\_\_  
Will expire in 2007 Will expire in 2008

## III. Total Available Commute Trip Reduction Credit

- Possible CTR credit amount for this fiscal year (the lesser of lines 2 or 3) \$ \_\_\_\_\_
- Total deferred credit and CTR credit applied for (add lines 5 and 8). **Total MUST be less than line 3.** \$ \_\_\_\_\_

For tax assistance, visit <http://dor.wa.gov> or call (360) 902-7175. To inquire about the availability of this form in an alternate format for the visually impaired, please call (360) 705-6715. Teletype (TTY) users please call 1-800-451-7985.

# Instructions for Completing Commute Trip Reduction Credit Annual Application

## How do I use this form?

- ▶ Use black ink and return the original form to the Department of Revenue by January 31, 2007.

## Section I.

### Calculation of Commute Trip Reduction (CTR) Credit

1. Indicate the number of employees for which incentives were paid from January 1, 2006 through December 31, 2006.
2. The amount of the credit is 50 percent of the amount paid to or on behalf of each employee for ride sharing, car sharing, using public transportation, or using non-motorized commuting. The maximum amount paid is \$120 per employee, credit may not exceed \$60 per employee per fiscal year.
3. Maximum is \$200,000 per employer or property manager.

## Section II.

### Deferred Credit

4. Enter the amount of deferred credit you have as of December 1, 2006 from 2004 and/or 2005 certificates, not previously submitted in January 2006.
5. Enter the amount of deferred credit you wish to use this fiscal year from 2004 and/or 2005 certificates.
6. If you wish to not use the entire deferred credit, indicate the remaining deferred amount.
7. Indicate the certificate number(s) for each fiscal year.

## Section III.

### Total Available Commute Trip Reduction Credit

8. Enter the lesser of lines 2 or 3. This will give the possible CTR credit amount for this fiscal year.
9. Add line 5 and line 8. This will give the total deferred credit and CTR credit applied for this fiscal year.

## What if the cap is met?

- When the statewide cap is met, the CTR credit applied for will be reduced proportionally.
- Any unused credit approved for this fiscal year could be carried forward and used in subsequent years until June 30, 2013.

## What happens to my deferred credits?

- You apply to take your deferred credits in your application each year.
- If the statewide cap is met, the deferred credits will be reduced proportionately along with this year's credits.
- Deferred credit expires in three years. 2004 credit expires on June 30, 2007 and 2005 credit expires on June 30, 2008.

## Mail application to:

- Taxpayer Account Administration  
Department of Revenue  
PO Box 47476  
Olympia, WA 98504-7476

## Need Help?

- Internet Assistance - Go to DOR's home page at <http://dor.wa.gov>.
- Telephone Assistance - Call the Department of Revenue at (360) 902-7175.